

Summer 2007 AIMS HS Administration - Registration Form Directions

General Information

Every student who wishes to participate in the Summer 2007 AIMS HS Administration must be eligible to participate and must be registered during the registration window of May 25 – June 15. Eligibility criteria can be found on this page of the ADE website:

<http://www.ade.az.gov/standards/AIMS/Administering/Summer2007/Default.asp> . Only the school/district that intends to graduate the student may register the student for the Summer 2007 AIMS HS Administration.

Summer District Test Coordinator

Every district and charter with students participating in the Summer 2007 AIMS HS Administration must designate a summer district test coordinator. The responsibilities of the summer district test coordinator include:

- overseeing and coordinating the registration of students for the Summer 2007 AIMS HS Administration for all schools within the district or under the same charter,
- submitting the correctly completed registrations for eligible students to the Arizona Department of Education,
- forwarding registration confirmation letters to students once received from ADE in late June,
- forwarding the student test results to students/parents and appropriate schools once received from ADE in early August, and
- serving as a liaison between the ADE and the students planning to participate in the Summer 2007 AIMS HS Administration.

Completing the Registration Form

The *Summer 2007 AIMS HS Administration – Registration Form* is to be completed by a school or district staff member in accordance with the following directions. Incomplete or inaccurate registration forms will not be processed. Only students who are eligible and who have a correctly completed registration form submitted by the deadline of June 15, 2007 will be allowed to participate in the Summer 2007 AIMS HS Administration.

Student Name (last, first)

On this line, print the student's last name and then first name as it is entered in SAIS.

SAIS ID #

Print the student's SAIS ID number. Students enrolled in a BIA-funded school may not have a SAIS ID number. All other students must have a SAIS ID number for the registration to be processed.

School

Print the name of the school that is registering the student for the Summer 2007 AIMS HS Administration. This must be the same school that intends to graduate the student.

District

Print the name of the school's district. For charter schools, print the name of the school's charter holder. The charter holder name must be exactly as found on the "Find a School" search engine on the ADE website.

District Test Coordinator Name and Phone #

Print the name and phone number of the designated summer district test coordinator. All schools within the same district must identify the same summer district test coordinator. All schools under the same charter must identify the same summer district test coordinator.

District Test Coordinator Mailing Address

Print the mailing address for the designated summer district test coordinator.

Use the guidance below to answer the following series of questions on the registration form.

1. Has the student graduated from high school or will the student graduate prior to July 23, 2007?

To graduate means to have completed all graduation requirements and have received a diploma.

Circle "Yes" if the student has graduated or will graduate prior to July 23, 2007.

Circle "No" if the student will not graduate prior to July 23, 2007.

2. Has the student currently completed all coursework and school/district requirements for graduation?

Circle "Yes" if the student has completed all requirements for graduation, **other than the AIMS requirement**, on the date that this form is being completed.

Circle "No" if the student has not completed all requirements for graduation, other than the AIMS requirement, on the date that this form is being completed.

3. Has the student passed AIMS HS Writing?

Circle "Yes" if the student has earned a "Meets" or "Exceeds" on any administration of AIMS HS Writing.

Circle "No" if the student has never earned a "Meets" or "Exceeds" on any administration of AIMS HS Writing.

3a. If the answer to question 3 is "No," has the student passed AIMS HS Writing with augmentation?

Circle "Yes" if the student qualifies for AIMS Augmentation and has an augmented AIMS HS Writing score that is greater than or equal to 678.

Circle "No" if the student qualifies for AIMS Augmentation and has an augmented AIMS HS Writing score that is less than 678.

Circle "No" if the student does not qualify for AIMS Augmentation.

Leave question 3a blank if the answer to question 3 is "Yes."

3b. If the answer to question 3a is "No," explain.

If the student qualifies for AIMS Augmentation, write "The student qualifies for AIMS Augmentation." Then, write the student's augmented AIMS HS Writing score.

If the student does not qualify for AIMS Augmentation, write "The student does not qualify for AIMS Augmentation." Then, state the reason(s) why.

Leave question 3b blank if the answer to question 3a is "Yes" or is blank.

4. Has the student passed AIMS HS Reading?

Circle "Yes" if the student has earned a "Meets" or "Exceeds" on any administration of AIMS HS Reading.

Circle "No" if the student has never earned a "Meets" or "Exceeds" on any administration of AIMS HS Reading.

4a. If the answer to question 4 is "No," has the student passed AIMS HS Reading with augmentation?

Circle "Yes" if the student qualifies for AIMS Augmentation and has an augmented AIMS HS Reading score that is greater than or equal to 674.

Circle "No" if the student qualifies for AIMS Augmentation and has an augmented AIMS HS Reading score that is less than 674.

Circle "No" if the student does not qualify for AIMS Augmentation.

Leave question 4a blank if the answer to question 4 is "Yes."

4b. If the answer to question 4a is "No," explain.

If the student qualifies for AIMS Augmentation, write "The student qualifies for AIMS Augmentation." Then, write the student's augmented AIMS HS Reading score.

If the student does not qualify for AIMS Augmentation, write "The student does not qualify for AIMS Augmentation." Then, state the reason(s) why.

Leave question 4b blank if the answer to question 4a is "Yes" or is blank.

5. Has the student passed AIMS HS Mathematics?

Circle “Yes” if the student has earned a “Meets” or “Exceeds” on any administration of AIMS HS Mathematics.

Circle “No” if the student has never earned a “Meets” or “Exceeds” on any administration of AIMS HS Mathematics.

5a. If the answer to question 5 is “No,” has the student passed AIMS HS Mathematics with augmentation?

Circle “Yes” if the student qualifies for AIMS Augmentation and has an augmented AIMS HS Mathematics score that is greater than or equal to 683.

Circle “No” if the student qualifies for AIMS Augmentation and has an augmented AIMS HS Mathematics score that is less than 683.

Circle “No” if the student does not qualify for AIMS Augmentation.

Leave question 5a blank if the answer to question 5 is “Yes.”

5b. If the answer to question 5a is “No,” explain.

If the student qualifies for AIMS Augmentation, write “The student qualifies for AIMS Augmentation.” Then, write the student’s augmented AIMS HS Mathematics score.

If the student does not qualify for AIMS Augmentation, write “The student does not qualify for AIMS Augmentation.” Then, state the reason(s) why.

Leave question 5b blank if the answer to question 5a is “Yes” or is blank.

6. Has the student passed any qualifying test from another state ?

Refer to the lists of qualifying tests from other states that are posted on the ADE website.

Circle “Yes” if the student has passed a qualifying test from these lists in any content area. Then, provide documentation with the registration form that shows the state, the name of the qualifying test, the date of the qualifying test, and scores for each of the content areas.

Circle “No” if the student has not taken or has not passed a qualifying test from another state.

7. Does the student have an IEP?

Circle “Yes” if the student has an IEP. Include with the registration form a copy of the portion of the student’s IEP showing that passing the AIMS HS test is required in one or more content areas for graduation from high school and a copy of the portion of the IEP that describes any required testing accommodations.

If any testing accommodations are required, contact the Assessment Section of the Arizona Department of Education at 602.542.5345 for additional instructions prior to submitting the registration form.

Circle “No” if the student does not have an IEP.

8. Does the student have a 504 plan?

Circle “Yes” if the student has a 504 plan. Include with the registration form a copy of the portion of the student’s 504 plan showing that passing the AIMS HS test is required in one or more content areas for graduation from high school and a copy of the portion of the 504 plan that describes any required testing accommodations. If any testing accommodations are required, contact the Assessment Section of the Arizona Department of Education at 602.542.5345 for additional instructions prior to submitting the registration form.

Circle “No” if the student does not have an IEP.

9. Is the student an English Language Learner?

Circle “Yes” if the student is currently classified as an English Language Learner (ELL) student or has been classified as a Fluent English Proficient (FEP) student for no more than two years. A student who is identified as an English Language Learner (ELL) student or has been classified as a Fluent English Proficient (FEP) student for no more than two years and has “Yes” circled for question 9 on the *Summer 2007 AIMS HS Administration - Registration Form* may bring to the testing center a word-for-word published paper translation dictionary for use on any of the three content areas. If such a student requires any additional testing accommodations, contact the Assessment Section of the Arizona Department of Education at 602.542.5345 for additional instructions prior to submitting the registration form.

Circle “No” if the student is not currently classified as an English Language Learner (ELL) student or not currently classified as a year one or a year two Fluent English Proficient (FEP) student.

10. Describe the summer remediation program the student is participating in.

11. Has the student received a copy of the Summer 2007 AIMS HS Administration - Testing Center Rules?

Circle “Yes” if the student has received a copy of the *Summer 2007 AIMS HS Administration - Testing Center Rules*. All students participating in the Summer 2007 AIMS HS Administration must have a copy of the Testing Center Rules and must agree to abide by those rules.

Circle “No” if the student has not received a copy of the *Summer 2007 AIMS HS Administration - Testing Center Rules*.

12. Attach a copy of a completed augmentation worksheet.

Complete the AIMS augmentation worksheet found on the ADE website:

<http://www.azed.gov/stateboard/AIMSAugmentation.asp>. The completed worksheet must include the answer “yes” or “no” for each of the questions at the top of the form, grades for all 20 eligible credits and must include the student’s highest AIMS HS scale score for each of the three content areas. For students who are not eligible for augmentation, include an explanation as to why the student is not eligible for AIMS Augmentation and details regarding the student’s appeal of that determination with the completed augmentation worksheet.

Circle the content area(s) to be tested.

Circle only the content area(s) that the student is qualified to test in during the Summer 2007 AIMS HS Administration. Students may not retest in content areas for which the AIMS graduation requirement has already been met. The time shown is the time that testing will begin. Check-in will begin 30 minutes prior to the time shown.

Circle one testing center location.

Circle the one testing center location that the student prefers. If the student is testing in more than one content area, the student must test at the same location for all content areas. Once the registration form has been submitted to ADE, the selected testing location cannot be changed. Details regarding the exact testing location and parking instructions will be included in the registration confirmation letter.

To be completed by the student

The student must read this statement, sign, and date it. Registration forms without a dated student signature will not be processed.

To be completed by school or district staff member

The staff member who completed the registration form must read this statement, sign, date, print his/her name, and print his/her title. Registration forms without a dated staff member signature and a legibly printed name and title will not be processed.

Submitting the Completed Registration Forms

Completed *Summer 2007 AIMS HS Administration – Registration Forms* are to be submitted to the designated summer district test coordinator. The summer district test coordinator must mail the original copy of the registration form along with all required additional documentation to the following address:

**ADE – Assessment Section
Summer 2006 AIMS HS Administration
1535 W. Jefferson St, Bin 6
Phoenix, AZ 85007**

All registrations must be mailed and postmarked no later than June 15, 2007. Multiple registration forms may be included in the same envelope. Only the original, paper registration form will be accepted. Registrations may not be faxed or e-mailed.

The summer district test coordinator should keep copies of all registration forms and any required additional documentation.

Registration Confirmations

For every *Summer 2007 AIMS HS Administration – Registration Form* received by the Assessment Section, the summer district test coordinator will receive either a registration confirmation letter or a registration denied letter. Students who are registered for the Summer 2007 AIMS HS administration will receive registration confirmation letters. The registration confirmation letters will include the exact testing location, date(s)/content area(s) tested, time of test(s), and driving and parking directions. Students who are not eligible to participate in the Summer 2007 AIMS HS Administration or whose registration forms were incomplete or incorrect will receive registration denied letters. The registration denied letters will explain why the registration was denied.

Prior to forwarding the registration confirmation letters to students, the summer district test coordinator must confirm that each student registered for the Summer 2007 AIMS HS Administration is participating in summer remediation as planned. Students who are not participating in summer remediation are not eligible to participate in the Summer 2007 AIMS HS Administration. If a student who has received a registration confirmation letter is not participating in summer remediation, the summer district test coordinator must return that student's registration confirmation letter to ADE. A registration denied letter will be issued instead.

Summer district test coordinators are encouraged to mail in registration forms as soon as possible. Registration confirmation letters will be sent out only after registration closes. Registration denied letters will be sent as soon as possible. If a registration is denied due to an incomplete or incorrect application, a corrected application may be resubmitted by the deadline of June 15, 2007 for reconsideration.

Test Results

In early August, summer district test coordinators will receive two copies of the Student Test Report for every eligible student who participated in the Summer 2007 AIMS HS Administration.